

Northumberland County Public Schools 2172 Northumberland Highway Lottsburg, Virginia 22511 (804) 529-6134

MEMORANDUM

Northumberland County Public Schools

SUBJECT: INCLEMENT WEATHER & EMERGENCY CLOSINGS

A. In the event of inclement weather or other emergencies prior to the start of the school day, one of the following codes will be announced on television, radio, and by the school messenger automated phone system. It will also be posted on the Northumberland Schools website at www.nucps.net.

Announcement	<u>Definition</u>
Staff Code 0	Schools closed to all personnel.
Staff Code 1	12-month *essential personnel report to work. Start time will be posted to the website and by the automated school messenger phone system.
Staff Code 2	All 12-month personnel report to work. Start time will be posted to the website and by the automated school messenger phone system.
Staff Code 3	All personnel report to work except bus/car drivers, cafeteria staff, and aides. Start time will be posted to the website and by the automated school messenger phone system.

B. In the event of inclement weather or other emergencies after the school day has begun, the superintendent's decision to close will be announced directly to the school principals, and on television, radio and school messenger. It will also be posted on the Northumberland Schools website at www.nucps.net.

While under an inclement weather or emergency closing schedule, if an employee feels he/she cannot safely travel to work, he/she may choose to take personal or annual leave.

(*Essential Personnel includes Transportation Director, all maintenance, and custodial staff.)

Revised: November 15, 2016

NORTHUMBERALND COUNTY PUBLIC SCHOOLS

SCHOOL CLOSINGS:

EMERGENCY and INCLEMENT WEATHER PROTCOL

The following practices are being established for the safety and well-being of:

- NCPS students
- NCPS employees
- The vehicle that transports NCPS students

Communication Methods:

- School Messenger
- Schoolwide Email
- NCPS Webpage & Facebook Pages
- TV Stations (WTVR Channel 6, WRIC Channel 8, WWTB Channel 12)
- Radio Stations (WRAR 105.5 FM, WNNT 107.5 FM, WKWI 101.7 FM, WIGO 104.9 FM)

Two Hour Delays

On a two-hour delay day, transportation will not be provided for the following student programs:

- Chesapeake Bay Governor's School
- A.M. Northern Neck Vocational-Technical Center
- A.M. Pre-K Program

Additional Notes:

Early Release Days: Principals have the discretion to delay the release of faculty/staff based on notification and/or verification from Transportation that students have been delivered safely to home/stop locations.

INCLEMENT WEATHER – SCHOOL CLOSING INFORMATION

Notices for school closing(s) due to inclement weather or other emergencies will be announced through the following sources:

CALL LETTERS	CHANNEL/STATION
WKWI	101.7 FM
WIGO	104.9 FM
WRAR	105.5 FM
WNNT	107.5 FM
WTVR	TV Channel 6
WRIC	TV Channel 8
WWBT	TV Channel 12
OTHER:	
NCPS Website	
NCPS Facebook	
School Messenger	
Schoolwide Email	

Wording to be used for all NCPS Announcements

TWO HOURS LATE

Northumberland County Public Schools will open two hours late today (name day of week and date) due to inclement weather. Classes are cancelled for the Chesapeake Bay Governor's School and the A.M. Northern Neck Vocational-Technical Center, and the A.M. Pre-K Program. All maintenance and bus garage employees must report at their regularly scheduled start time.

EARLY DISMIŞSAL

Northumberland County Public Schools will close at xx:00 p.m. today (name day of week, date, and time) due to inclement weather. Principals have the discretion to delay release of faculty and/or staff based on notification and/or verification through Transportation that students have been delivered safely to home/bus stop locations. All after-school activities are cancelled today. This closing includes all student activities.

STAFF CODE 0

Northumberland County Public Schools and administrative offices will be closed today (name day of week and date) due to inclement weather. This closing includes all students and all employees. All after-school activities are cancelled today. This closing includes all student activities.

STAFF CODE 1

Northumberland County Public Schools and administrative offices will be closed today (name day of week and date) due to inclement weather. This closing includes all students and employees except essential personnel. This includes maintenance staff, custodial staff, and bus garage employee(s). Report at (xx:00 a.m.) All after-school activities are cancelled today. This closing includes all student activities.

STAFF CODE 2

Northumberland County Public Schools will be closed today (name day of week and date) due to inclement weather. Twelve-month employees are expected to report to work at (xx:00 a.m.) All after-school activities are cancelled today. This closing includes all student activities.

STAFF CODE 3

Northumberland County Public Schools will be closed today (name day of week and date) due to inclement weather. All personnel except bus/car drivers, cafeteria staff, and aides should report at (xx:00 a.m.) All after-school activities are cancelled today. This closing includes all student activities.